

Langham Court Theatre Board Meeting Minutes

Monday, May 13, 2019

Present: Kara Flanagan, Bill Huzar, Michelle Mitchell and Keith Digby

Regrets: Quinn MacTavish, Kevin Stinson, David Elendune, Sarah Heyman and Don Keith

Guests: Michelle Buck (General Manager) and Alan Penty (Production Chair)

The meeting did not have quorum. However, the meeting commenced at 7:02PM and was chaired by Michelle Mitchell.

The agenda was amended to include a report from the Production Chair and a report on Readers Theatre. Kara said that she is giving time slots to reports to keep the meetings running more smoothly and to keep the overall meeting down considerably.

Action Items from April Board Meeting

Action	Person Responsible	Status
Develop a budget for 19/20 season and bring back recommendations	Bill and Michelle B.	Meeting this week
Develop a process around management of reserve funds.	Finance Committee	Deferred to after budget
Amend safety procedures prior to implementing and make them binding for staff and volunteers while on theatre premises	Don and Michelle B	Deferred
Need a safety marshal presentation	Don and Michelle B	Deferred
Production schedule: review the 2020/21 schedule to maximize box office revenue.	David	In Progress
Review relaxed performance option to support for more accessible performances.	Michelle B / Sarah	In Progress
Inform box office of policy to not admit babes in arms.	Michelle B	Assigned
Social Media person needed	Board	Intern doing social media
Paid Artist Policy Committee	Keith	Discussed in reports
Ombudspersons Report	Michelle B	Tabled to August

Ombudsperson Report: Ongoing Discussion on Inclusivity and Diversity	All	Tabled to August
Ombudsperson Report Recommendations: Code of Conduct, Director's Guide and Production Chair	All	Tabled to August
Create a plan for a summer children's program.	Michelle M will work with Keith	Assigned
Discussion on board facilitation session and mandate / theme	Board	Deferred
Kara to strike HR committee with co-chair support from Michelle M and input from Bill.	Kara	Completed
David to launch a publicity committee with support/recommendations by the Board and Michelle B	David	Deferred
Discussion on strategic planning committee to May.	Board	Deferred
Table discussion on play committee and reporting structure	Board	Tabled

Reports

Production Chair – Alan Penty

A discussion was held on the new program and a suggestion was made to add some text to one of the posters to make it clear what the play is about.

ACTION: Michelle B to provide feedback to graphics designer on poster.

General Manager's Report – Michelle B

Michelle discussed her report. Sales for Noises Off are quite strong. Costume sale is coming up in July. Adam Wilkinson's Memorial is May 27 6-9PM at the MacPherson Playhouse.

Treasurer's Report– Bill Huzar

Bill discussed the bookkeeper and suggested a volunteer. Michelle M reaffirmed the Board's decision to hire a bookkeeper.

Children's Programming –Tabled**HR Committee** - Kara

Kara discussed the new HR Committee and the work she and Michelle M did in guiding Michelle B on setting up job profiles and expectations for performance reviews.

Education – Keith

Keith discussed the demand for audition and dialect workshops. He also mentioned we are short on lighting technicians and may have a lighting and projection workshop to encourage volunteers to learn this skill. The playwriting competition did well and the prize next year has been raised to \$9K from \$8K.

ACTION: Michelle B. is going to call CBC and Monday magazine to do an article about this in the paper.

Paid Artist Policy Committee – Keith

Keith will has a copy of the recommendation by the Paid Artist Committee.

90th Anniversary Parties – Tabled**Reader's Theatre** – Michelle B

Michelle B discussed Wendy Merk's request for more promotional support for Reader's Theatre. Board members support her request.

ACTION: Michelle B to meet with Wendy to discuss promotional support for Reader's Theatre.

Adjournment: Meeting adjourned at 8:18PM.

Next meeting: Monday, June 10 at 7 PM.

Action Items

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Production schedule: review the 2020/21 schedule to maximize box office revenue.	David	In Progress

Review relaxed performance option to support for more accessible performances.	Michelle B / Sarah	In Progress
Inform box office of policy to not admit babes in arms.	Michelle B	In Progress
Provide feedback to graphics designer on poster.	Michelle B	Assigned
Meet with Wendy to discuss promotional support for Reader's Theatre	Michelle B	Assigned
Michelle B. is going to call CBC and Monday magazine to do an article about this in the paper.	Michelle B	Assigned
Paid Artist Policy Committee – Email Board decision	Keith	In Progress
Ombudspersons Report	Michelle B	Tabled to August
Ombudsperson Report: Ongoing Discussion on Inclusivity and Diversity	All	Tabled to August
Ombudsperson Report Recommendations: Code of Conduct, Director's Guide and Production Chair	All	Tabled to August
Create a plan for a summer children's program.	Michelle M and Keith	Deferred
Discussion on board facilitation session and mandate / theme	Board	Deferred
David to launch a publicity committee with support/recommendations by the Board and Michelle B	David	Deferred
Discussion on strategic planning committee to May.	Board	Deferred
Table discussion on play committee and reporting structure	Board	Tabled
Approve April Minutes	Board	Tabled